

**SUPERINTENDENT OF JAIL
STUDY GUIDE**

A written examination for the class of **SUPERINTENDENT OF JAIL** to be administered in **SULPHUR** on **JUNE 8, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
ORGANIZATION & MANAGEMENT OF JAIL FACILITY Knowledge of the principles of effectively organize and manage a police jail facility, including planning, organizing, directing, and evaluating departmental operations; personnel management; budget and financial management; public relations; and managing equipment, property, and supplies.	25.0%
SUPERVISION OF PRISONERS Knowledge of the practices and techniques used in the effective supervision of prisoners, including providing for the needs of prisoners, resolving conflict between prisoners, and maintaining discipline in jail facility.	25.0%
MAINTAINING SECURITY OF JAIL Knowledge of the procedures required to effectively provide for the safe and secure operation of a jail facility, including but not limited to search of jail cells, periodic inspection of jail facility, and screening visitors to jail.	19.0%
RECORDS & REPORTS Knowledge of effective records-management practices, including preparation, content, format, control, and retention of division records, and knowledge of effective report preparation procedures, including the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.	6.0%
SUPERVISION OF SUBORDINATE EMPLOYEES Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve subordinate employee conflicts; and to maintain discipline.	25.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

JAIL OFFICER'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 16th printing, 2008.

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

FIRST/SECOND LINE JAIL SUPERVISOR'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria VA 22314-3490, 1989.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Pearson Education, Upper Saddle River, NJ 07458, 8th ed., 2014.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.